

Training and Evaluation Outline Report

Task Number: 71-9-4660

Task Title: Conduct Contract Personnel Management (Division Echelon and Above [Operational])

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Leavenworth foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ATP 4-92	Contracting Support to Unified Land Operations	Yes	No
	JP 4-10	Operational Contract Support	Yes	Yes

Condition: The command is conducting operations as a Joint Task Force (JTF) or a Combined Joint Task Force (CJTF). The command's headquarters receives liaison, unit, and individual augmentees. The command receives an operations order from higher headquarters. The commander has issued guidance on managing contract personnel. The command interfaces with joint, interagency, and unified action partners. The command establishes communications with subordinate and adjacent units, and higher headquarters. The mission command system is operational and processing information in accordance with standard operating procedures. This task should not be trained in MOPP 4.

Standard: The staff manages contract personnel in the joint operations area and provides support in accordance with applicable laws, regulations and agreements, the commanders intent, orders from higher headquarters, and standard operating procedures.

Safety Risk: Low

Task Statements

Cue: None

DANGER

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Remarks: None

Notes: None

TASK STEPS

1. The staff plans to control, support, and integrate contractor personnel and their associated equipment in the operational area by:

a. Managing contractors and their equipment authorized to accompany the force in-theater by:

- (1) Establishing clear and concise theater entrance requirements.
- (2) Implementing standard deployment-related clauses in appropriate contracts.

b. Preparing to deploy contractors and their equipment by:

- (1) Submitting country and theater clearances.
- (2) Establishing waiver authorities.
- (3) Obtaining immunizations.
- (4) Conducting required training.
- (5) Issuing required organizational clothing and individual equipment.
- (6) Issuing identification cards.
- (7) Inputting synchronized pre-deployment and operational tracker-generated letters of authorization.
- (8) Determining contractors authorized to accompany the force status.
- (9) Verifying contractor medical and psychological fitness to deploy.

c. Integrating contracted support originating outside of the operational area into the deployment process by:

- (1) Deploying contractors as part of the supported unit.
- (2) Deploying contractors as non-unit-related personnel.
- (3) Approving self-deployment.

d. Conducting reception, staging, onward movement, and integration contractors and their equipment by:

- (1) Receiving contractors at the joint personnel reception center or the Service or authorized contract company reception sites.
- (2) Initializing in-theater oversight of contract personnel.
- (3) Integrating contract personnel into the operation at the area of performance location.

2. The staff manages contract personnel in-theater by:

a. Developing a contractor management plan to ensure contract personnel are visible and managed in theater as required under the terms and conditions of the contract.

- b. Complying with government obligations under the terms and conditions of the contract to provide support.
 - c. Assessing risk regarding the affect of contractors in support of military operations.
 - d. Developing mitigation plans regarding the affect of contractors in support of military operations.
 - e. Developing policies and procedures required to ensure proper integration of contractor personnel into military operations.
 - f. Establishing a contractor management-focused working group to address challenges.
 - g. Facilitating coordination of partner contractor management requirements that affect joint operations.
 - h. Complying with:
 - (1) Applicable international and host nation agreements.
 - (2) Contractor-related accountability and strength reporting requirements.
 - (3) Operations security plans and restrictions.
 - (4) Force protection measures.
 - (5) Personnel recovery training requirements.
 - i. Contractor personnel services and medical support.
 - j. Managing contractor personnel legal status and discipline by:
 - (1) Establishing the status of civilian contractor personnel when supporting military operations during international armed conflict.
 - (2) Developing processes for reporting alleged offenses and misconduct by or against contractor personnel, including sexual assault, and investigation of those incidents.
3. The staff coordinates government-furnished support to contract personnel by:
- a. Providing base camp services to include:
 - (1) Lodging, subsistence, and facility support.
 - (2) Post or base exchange privileges.
 - (3) Morale, welfare, and recreation and other quality-of-life support.
 - b. Performing personnel recovery reintegration of isolated contract personnel.
 - c. Providing emergency medical and dental support and evacuation to preserve life, limb, or eyesight.
 - d. Coordinating primary medical care for contractors authorized to accompany the force with the joint force surgeon, contracting officer, and staff judge advocate.

- e. Providing for necessary care and disposition of deceased personnel, including personal effects, during military operations.
- f. Determining military postal service support for US citizen contractors authorized to accompany the force.
- g. Planning redeployment processing for contractors authorized to accompany the force and their equipment out of the operational area upon completion of the period of performance.
- h. Managing Service component visibility of government-furnished property and contractor-acquired, government-owned property.
- i. Determining specific contractor personnel-related force protection and security measures.
- j. Coordinating security screening, biometric identification, and base access services.
- k. Enforcing contractual force protection and security requirements.
- l. Providing individual movement and convoy protection for contractor personnel during individual or small group movements within the operational area.
- m. Issuing personal defense weapons to contract personnel only in exceptional circumstances and requiring documentation and approval as an exception to policy.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. The staff planned to control, support, and integrate contractor personnel and their associated equipment in the operational area.			
2. The staff managed contract personnel in-theater.			
3. The staff coordinated government-furnished support to contract personnel.			

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

ITERATION: 1 2 3 4 5 M

COMMANDER/LEADER ASSESSMENT: T P U

Mission(s) supported: None

MOPP 4: Never

MOPP 4 Statement: None

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s):

Step Number	Task Number	Title	Proponent	Status
	71-9-5130	Determine Commander's Critical Information Requirements (Division Echelon and Above (Operational))	71 - Combined Arms (Collective)	Approved

Supporting Collective Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	093-948-B306	Perform the Duties of a Certified Contracting Officer's Representative (COR)	093 - Munitions and Electronics Maintenance (Individual)	Approved

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
OP 4.6.6	Manage Contracts

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
No equipment specified			

Materiel Items (NSN)

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.